

# 2003 Annual Report

2003File#

## PART I GENERAL INFORMATION

1. Name of Institutional Library \_\_\_\_\_  
(full legal name of library)

2.a.Street Address \_\_\_\_\_

b.Town \_\_\_\_\_

c.Zip\_\_\_\_\_ - \_\_\_\_\_

Fill in the box below if the library mailing address is different from its street address:

Mailing Address\_\_\_\_\_

Town\_\_\_\_\_

Zip Code\_\_\_\_\_ - \_\_\_\_\_

3. a. Telephone Number (401)\_\_\_\_ - \_\_\_\_\_

b. FAX Number (401)\_\_\_\_ - \_\_\_\_\_

c. TDD Number (401)\_\_\_\_ - \_\_\_\_\_

4. a. Director/Head Librarian \_\_\_\_\_

b. Director/Head Librarian's email address \_\_\_\_\_

5. Does your library meet all the criteria of the FSCS Public Library Definition? \_\_\_\_\_
6. Is your library a member of CLAN? \_\_\_\_\_
7. Number of valid registered borrowers \_\_\_\_\_
8. Number of institutional residents (as of 6/30/2003) \_\_\_\_\_
9. How many main/central resident or student libraries do you operate? \_\_\_\_\_
10. How many branch libraries do you operate? \_\_\_\_\_  
A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public.
11. Does your library have access to the Internet? Answer Y or N. \_\_\_\_\_  
If answer is N then answer N to all choices on the next question.
12. If your library has access to the Internet, **answer Y to only one** of the following 3 choices and N to the other 2 choices:
  - a. Library staff only \_\_\_\_\_
  - b. Patrons through a staff intermediary only \_\_\_\_\_
  - c. Patrons either directly or through a staff intermediary \_\_\_\_\_
13.
  - a. Does your library provide access to electronic service? Answer Y or N. \_\_\_\_\_  
(eg. bibliographic and full-text databases, multimedia products)
  - b. If your library has a home page, please provide the address http:// \_\_\_\_\_

**PART II THE LIBRARY STAFF/HOURS A WEEK**

Report total hours per week as of the last day of the fiscal year. Include unfilled positions if search is currently underway.

14. Total hours per week worked by persons holding the title of librarian, including director:
- a. With title of librarian or director and a master's degree from program accredited by ALA (e.g. library has 3 librarians with accredited master's degrees in library science -- 2 work 35 hours per week and one works 15 hours per week. Total hours would be 85). \_\_\_\_\_
  - b. With title of librarian or director and a master's degree but no accredited master's in library science. \_\_\_\_\_
  - c. Other persons holding the title of librarian. \_\_\_\_\_
15. Total hours per week worked by all other paid staff. (Includes all persons paid from the library budget except librarians, plant operation, security, and maintenance staff). \_\_\_\_\_
16. Total hours per week worked by plant operation, security, and maintenance staff. \_\_\_\_\_

**PART III LIBRARY INCOME (July 1, 2002 - June 30, 2003)**

Please report figures in whole dollar amounts only (round up to the nearest dollar if \$.50 or over, down if under \$.50). **Do Not Report Cents.**

**Operating Income****State Institutional Agency**

17. Amount received by your library for operating expenses that was generated exclusively from your institution's budget. Do not include state grant-in-aid, gifts, donations, fines, fees, endowment funds or funding for special projects. \$ \_\_\_\_\_

**State (other than Institutional Agency)**

18. State grant-in-aid \$ \_\_\_\_\_
19. Other State \$ \_\_\_\_\_

**Federal**

20. Federal (including grants) \$ \_\_\_\_\_

**Other Income.**

21. Resident Funds: \$ \_\_\_\_\_
22. Non-Government Grants \$ \_\_\_\_\_
23. All operating income other than that reported in 17-22. Include gifts, donations, interest, fines, fees for library services. \$ \_\_\_\_\_
- .

**Total Income.**

24. Total Operating (17-23) \$ \_\_\_\_\_
25. Total Capitol Income \$ \_\_\_\_\_

**PART IV LIBRARY OPERATING EXPENDITURES FY2003 (July 1, 2002-June 30, 2003)**

Report figures in whole dollar amounts only (round up to the nearest dollar if \$.50 or over, down if under \$.50). **Do Not Report Cents.** Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions. Report capital expenditures under data item "Capital outlay".

**Employee Operating Expenditure.**

## 26. Wages

Include salaries and wages before deductions, but exclude "employee benefits."

Include plant operation, security, and maintenance staff.

\$ \_\_\_\_\_

## 27. Employee Benefits

Include benefits outside of salary and wages paid and accruing to employees including plant operations, security and maintenance staff regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the library for direct, paid employee benefits such as social security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition and housing benefits.

\$ \_\_\_\_\_

## 28. Total Employees Expenditures

Total includes Wages, and Employee Benefits. (#26 - #27)

\$ \_\_\_\_\_

**Collection Operating Expenditure.**

## 29. Print Materials

Include in this category materials that do not require magnification such as books, bound periodicals (not binding costs), government documents, and ephemeral print material.

\$ \_\_\_\_\_

## 30. Current Serial Subscriptions.

Include all physical formats. Include periodicals, newspapers, annuals.

\$ \_\_\_\_\_

## 31. Materials in Electronic Format.

Include materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

\$ \_\_\_\_\_

## 32. Audiovisual Materials.

Include 8mm and 16mm films, video-cassettes, audiocassettes, recordings, compact discs, graphic materials, frame art, cartographic and three-dimensional materials.

\$ \_\_\_\_\_

## 33. Other Materials.

Include all expenditures for materials not reported in items -Print (#29) to Audiovisual Materials (#32).

\$ \_\_\_\_\_

## 34. Total Collection Expenditure

Total includes items - Print (#29) to Other Materials(#33)

\$ \_\_\_\_\_

**Other Operating Expenditures.**

## 35. Preservation.

Activities associated with maintaining library and archival materials for use either in their original form or in some other usable way, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and restoration. Do not include salaries.

\$ \_\_\_\_\_

## 36. Computer Equipment.

Includes equipment purchased during the fiscal year if they are not considered capital expenditures. These expenditures include computer-related equipment not used for electronic access.

\$ \_\_\_\_\_

37. Electronic Access.  
Include expenditures associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure cannot be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage associated with such services as CLAN, EBSCO, OCLC FirstSearch or electronic document delivery. \$ \_\_\_\_\_
38. Other Operating Expenditures.  
Include all expenditures not reported in data elements 26-37. Include software for staff use and systems operations software use if it is not included in cost of hardware. (Please explain) \$ \_\_\_\_\_
39. Total Other Operating Expenditures.  
Total includes data elements 35 –38. \$ \_\_\_\_\_
40. **Total Library Operating Expenditures.**  
Includes Total Employees Expenditures (28), Total Collection Expenditures (34), and Total Other Operating Expenditures (39). \$ \_\_\_\_\_
41. Capital outlay  
**Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions.** Include funds spent for construction and Asset Protection whether local, state or federal. Include local, state and federal funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, computer installations, initial book stock, furnishings for expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. \$ \_\_\_\_\_

**PART V LIBRARY COLLECTIONS**

Note: Report physical units for each item, both cataloged and uncataloged, held at the end of the year. When volume data are not available, title information should be provided. Physical units are volumes, items or pieces. Titles are publications which form a separate bibliographic whole, whether issued as one or several volumes, reels, disks, slides, or parts. The term applies equally to printed materials, such as books and periodicals, and to audiovisual materials and microforms.

Held at end of Year  
Physical  
Units

- |     |   |              |
|-----|---|--------------|
| 42. | <p>a. Books.<br/>Nonperiodical printed publications bound in hard or soft covers or in loose-leaf format.</p>   | <p>_____</p> |
|     | <p>b. Serials.<br/>Note: Exclude microforms. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials when the library has at least half of the issues in a publisher's volume as one unit. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Enter number of subscriptions under item #47- "Current serial subscriptions".</p> | <p>_____</p> |
| 43. | <p>Audiovisuals.</p>  |              |
|     | <p>a. Audio Materials. This includes audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, compact disks (CDs) and other sound recordings.</p>  | <p>_____</p> |
|     | <p>b. Video Materials. Includes videocassettes and videodiscs.</p>  | <p>_____</p> |
|     | <p>c. Other AV Materials</p>  | <p>_____</p> |



	Physical Units
44. Electronic format. Include materials considered part of the collection, whether purchased or leased, such as CD-ROMS, magnetic tapes and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools.	_____
45. Other library materials.	_____
46. Total Holdings. Total includes items - Books to Other library materials	_____
47. Current Serial Subscriptions. Includes periodicals and newspapers in any format. Report titles received, both subscription and gift. Do <u>Not</u> report number of individual issues. The total number of individual titles, excluding duplicates, should be reported in column A. The total number of subscriptions in the library system, including duplicates, should be reported in column B. Do <u>Not</u> report electronic subscriptions here (eg. EBSCO).	
a. Titles	_____
b. Subscriptions	_____

**PART VI LIBRARY SERVICES**

48. Public Service Hours for all outlets per year  
Include both main library, branches, bookmobiles, and Books-by-Mail Only using the following method: If the main library is open 60 hours per week count 60 hours. If you also have 3 branches open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time) add  $3 \times 60 \text{ hrs}$  for the branches = 180 hours for a total of 240.  $240 \times 52 = 2,080$ . Report 2,080 hours.
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49. Library Visits per year  
Include total number of persons entering the library for whatever purpose during the year. If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week and multiplying the count by 52. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
- 
50. Reference transactions per year  
A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral service. Information sources include printed and non-printed materials, machine-readable data bases (including computer-assisted instruction), catalogs and other holdings records, and, through communication or referral, other libraries and institutions and persons both inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during this transaction.

Note: It is essential that you do not include in-house directional transactions in the report of reference transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction for locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic nature with machines.

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**Circulation Per Year**

**Circulation Transaction:** The act of lending an item from the library's collection for use generally (although not always) outside the library. This activity includes charging, either manually or electronically, and also renewals, each of which is reported as a circulation transaction. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Please report Total annual circulation for FY03 and details for each of the following categories of materials. The totals for the Categories and Formats columns should be the same.

<b>Categories</b>	<b>Formats</b>
51. Adult _____	56. Print Materials _____
52. Young Adult _____	57. AV Materials _____
53. Children _____	58. Other(describe) _____
54. Other(describe) _____	
55. TOTAL Categories _____	59. TOTAL Formats _____

**Programs Per Year**

Include bibliographic instruction, recreational, and educational programs or presentations the library sponsored in FY2003 both on and off the library premises. Do not include meetings sponsored by other groups using library meeting rooms.

	A Annual Number of Programs	B Annual Attendance
School age children	60 _____	67 _____
Young adult	61 _____	68 _____
Adult	62 _____	69 _____
Family	63 _____	70 _____
Elderly	64 _____	71 _____
General	65 _____	72 _____
TOTAL	66 _____	73 _____

**PART VIII RESOURCE SHARING****DEFINITION:****Member of a System, Federation, or Cooperative Service**

An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does not include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library. Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services. **Libraries that are members of CLAN or LORI are members of a system or cooperative service.**

Select one of the following Interlibrary Relationships that describes your library:

74.

\_\_\_\_\_ME- Member of a system, federation, or cooperative service, but not the headquarters (i.e., CLAN

\_\_\_\_\_NO- Not a member of a system, federation, or cooperative service.

**Interlibrary Loans Per Year**

Request for and provision of library material, or a copy of the material, made by one library to another. Include both lending and borrowing. The libraries involved in an interlibrary loan are not under the same library administration. An item is a book, an individual article or a set of replacement pages.

75. Total items provided to other libraries

a. CLAN system-wide holds \_\_\_\_\_

b. Other (ie. ILL, OCLC) \_\_\_\_\_

76. Total items received from other libraries

a. CLAN system-wide hold \_\_\_\_\_

b. Other (ie. ILL, OCLC) \_\_\_\_\_

77. INSTITUTIONAL DIRECTOR

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(signature)

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(date)

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(Please type Institutional Director name)

LIBRARY ADMINISTRATOR

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(signature)

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(date)

In accordance with the Civil Rights act of 1964, as amended, and the regulations issued thereunder, Public Library Services and construction programs financed in whole or in part by Federal financial assistance are being and will continue to be conducted by OLIS in such manner that no person will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, religion, sex, or national origin. Further, per Executive Order #14, dated January 22, 1974 Equal Opportunity and Affirmative Action is the policy of this Office as a unit of Rhode Island state government in all areas where the state dollar is spent in employment, public service, grants and financial assistance.